

Deactivating and Replacing eWIC Cards

Missouri cheat sheets cover MOWINS functionalities. All users should be familiar with WIC policies. If you have additional questions, please contact your technical assistance staff.

Deactivating an eWIC Card:

- Click on the Primary Card Holder row, in the *EBT Household Demographics* screen.
- Click **Deactivate Account**.
 - Once a card has been deactivated, it cannot be used again.
 - Any benefits issued to a card remain with the household and automatically transfer to a new card once one is assigned.
- Click **Send EBT Data**.
- Click **OK** (or press the Enter key on the keyboard) on *EBT Household Demographics* message.
- Add a General Note or an Alert.

Replacing an eWIC Card:

- Verify the current eWIC card has been deactivated, in the *EBT Household Demographics* screen.
- Click **Assign Card**.
- Insert the card into the card reader writer or type the PAN into the Assign Card dialog.
- Click **OK** (or press the Enter key on the keyboard) on the *Assign Card* dialog.
- Click **Send EBT Data**.
- Click **OK** (or press the Enter key on the keyboard) on the *EBT Household Demographics* message.
- Click **Capture Electronic Signature**.
 - Primary Card Holder signs the signature pad.
- Click **Save Signature**.